

## Meeting Deadlines: NYU Policy

**With at least ten (10) business days notice** prior to the deadline, OSP will review program guidelines, identify and test submission requirements, and alert faculty and departmental administrators to any unusual requirements.

**With at least five business (5) days lead time** prior to the deadline\*, OSP will perform a complete review for:

- PI eligibility
- comparison of proposal to formal requirements (e.g., forms, type size, formatting)
- review of budget and budget justification (calculations, rates, relevance to project description, costsharing)
- compliance issues (e.g., human/animal subjects, hazardous materials, conflict of interest)
- departmental and school approvals
- responsiveness to sponsor review criteria

The results of the review will be communicated to the originator who must, where appropriate, make required corrections.

**OSP will submit final proposals\*\* received at least three days in advance of the deadline, but cannot guarantee a successful transmittal if technical errors are present.**

**If proposals are received with only two business (2) days lead time** prior to deadline\*, OSP cannot guarantee successful submission, but will review for:

- PI eligibility
- budget for correct rates, costsharing
- compliance issues
- departmental and school approvals

**With less than one business day** prior to the deadline\*, OSP may only be able to verify that the PI and chair/dean have approved (the minimum requirement for any proposal to be submitted) and also cannot guarantee successful submission.

\* Submit by email or hand-delivery to your OSP Projects Officer. Depending on the file size, an email attachment is preferred if the submission will be electronic. However, if the file exceeds 50 mb, it must be received on a CD or USB drive for other than Cayuse proposals. **The responsibility for delivering to OSP a technically acceptable submission rests with the Schools and Departments.**

\*\*This policy applies to all **final**, competitive (new and renewal) proposals. By final, we mean the **complete** business components (forms, budget and budget justification, including all required documentation from third-party collaborators) and **submittable** project text, incorporating any corrections or other changes previously discussed. Noncompeting continuations, such as NIH SNAP-eligible progress reports, may be received two (2) working days prior to the deadline.

Please note that these conditions are not intended to represent the most OSP can do, but the minimum OSP will do, so that expectations are clear. If possible, OSP will provide a more thorough review than these minima, time permitting. Projects Officers will inform applicants when a proposal will receive less than a complete review due to time constraints. Obviously, during major deadline cycles such as those imposed by NIH and NSF, such constraints may be considerable.